# BOARD OF TRUSTEES OF THE INDIANOLA PUBLIC LIBRARY

July 9, 2024
5:30 PM
Indianola Public Library

Present: Library Director - Michele Patrick, Randi Malone, Cyd Dyer, Sally Van Dorin, Val Craven, Tom Smith

1. **Call to Order**
   *Randi called the meeting to order at 5:30pm.*

2. **Public Comment**
   *No public comment.*

3. **Agenda Approval**
   ***MOTION:*** *Sally motioned to approve the agenda. Tom seconded. Motion carried.*

4. **Minutes Approval**
   a. June 11, 2024 Meeting Minutes*
      ***MOTION:*** *Val motioned to approve the June 11 meeting minutes. Tom seconded. Motion carried.*

5. **Trustee Continuing Education**
   a. Trustee Handbook - Chapter 6: Planning for the Library's Future
      *Michele discussed future planning for the library and the resources available from the State Library. It's essentially a strategic plan and is laid out nicely by the State library.*

6. **Financial Reports**
   a. Approve Monthly Claims*
      ***MOTION:*** *Tom motioned to approve the monthly claims. Sally seconded. Motion carried.*
      *Michele noted this is an expensive month because it's the beginning of a fiscal year, so there are several up-front costs that pay out during this time frame. Many of the subscription annual fees are paid out in this time, but otherwise things are normal.*
   b. Review Financial Reports
      *Michele summarized the financials and noted that things were right on track for last year's budget year and we spent 91% of the funds. Some categories were slightly over, but overall, we ended the year well.*

7. **New Business**
   a. Library Closure October 14, 2024*
      i. Michele explained the reason for the closure is an all-staff meeting.
         ***MOTION:*** *Tom motioned to close library on October 14, 2024. Cyd seconded. Motion carried.*
   b. Policy Review: Library Programs*
      *Michele has recommended a clarification for the Library Programs policy regarding outreach programs that are outside of the library and not available to the public (i.e. - special programs that take place in the schools or otherwise outside of the library).*

***MOTION:*** *Sally motioned to approve the policy as it currently reads. Val seconded. Motion carried.*

c. Policy Review: Safe Child*

*Michele has recommended a clarification for the Safe Child policy to specify anywhere that is library property.*

***MOTION:*** *Tom motioned to approve the policy as it currently reads. Val seconded. Motion carried.*

d. Strategic Plan 2025-30

*Michele reminded the board about the process for the strategic plan and what items will be necessary to move the strategic planning forward. The steering committee will do many of the tasks for the plan, which will then go to the board for approval. There is $5,000 available for a consultant that will be available to guide the meeting as an impartial party. Library staff provides some important items and ultimately, after Library Board approval, the Strategic Plan will be sent to the State Library for final review as we are up for accreditation this year.*

*Ideally, the Steering Committee should have 1-2 library board members on it, the Library Director, 2 staff members, and 2-4 few community members. Tom noted that $5,000 may not be a lot of money for a consultant and suggested taking another look at that, even if we have to go through a more formalized process for additional funds. Michele noted that she might be able to go back to the city for additional options. Sally asked about money in reserves and if there is an option to use that, Michele noted that she can ask about that as well.*

**8. Reports**

a. Director's Report

*Michele gave an update that two IPL staff members will be attending the ILA Leadership Institute in Ames. This is a great opportunity for emerging leaders! Michele noted that year-end statistics for this past FY were very positive and we broke several records for the library. Overall we are seeing a decrease in magazines and audiobooks (adult CD versions of audiobooks), but in general circulation, door counts, and programs are looking great.*

**9. Trustee Comments**

**10. Adjourn**

***Motion to Adjourn*** *by Randi. Meeting adjourned at 5:51pm.*